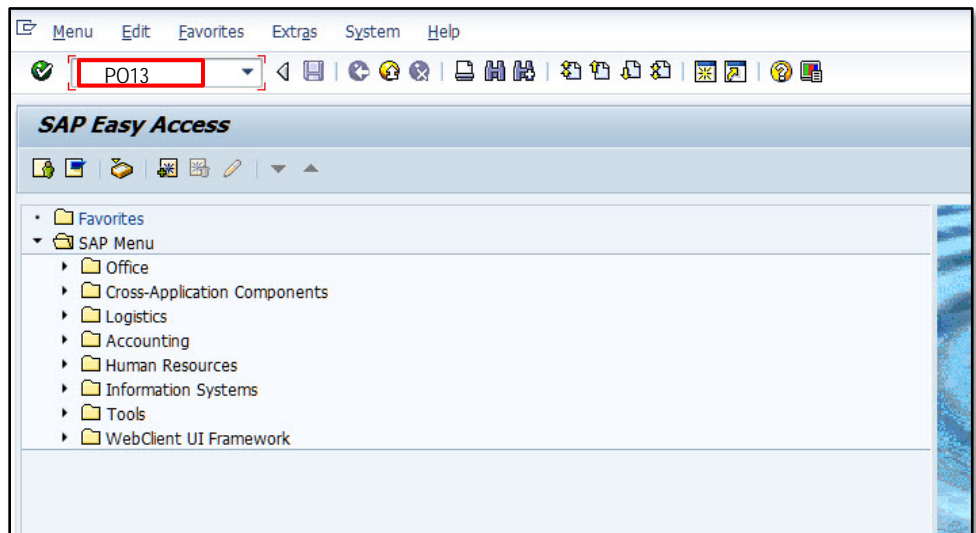# HRMS Organizational Management
Delimit Position

The Organizational Management (OM) Processor uses this procedure to delimit a position using transaction code PO13.

IMPORTANT–PLEASE READ!!

- Position must exist with all required infotypes.

- Click ⬛ **Overview** for an overview of all actions associated with the **Relationships** (1001) infotype to ensure there are no active position to person relationships. Active relationships are indicated by an end date of 12/31/9999.
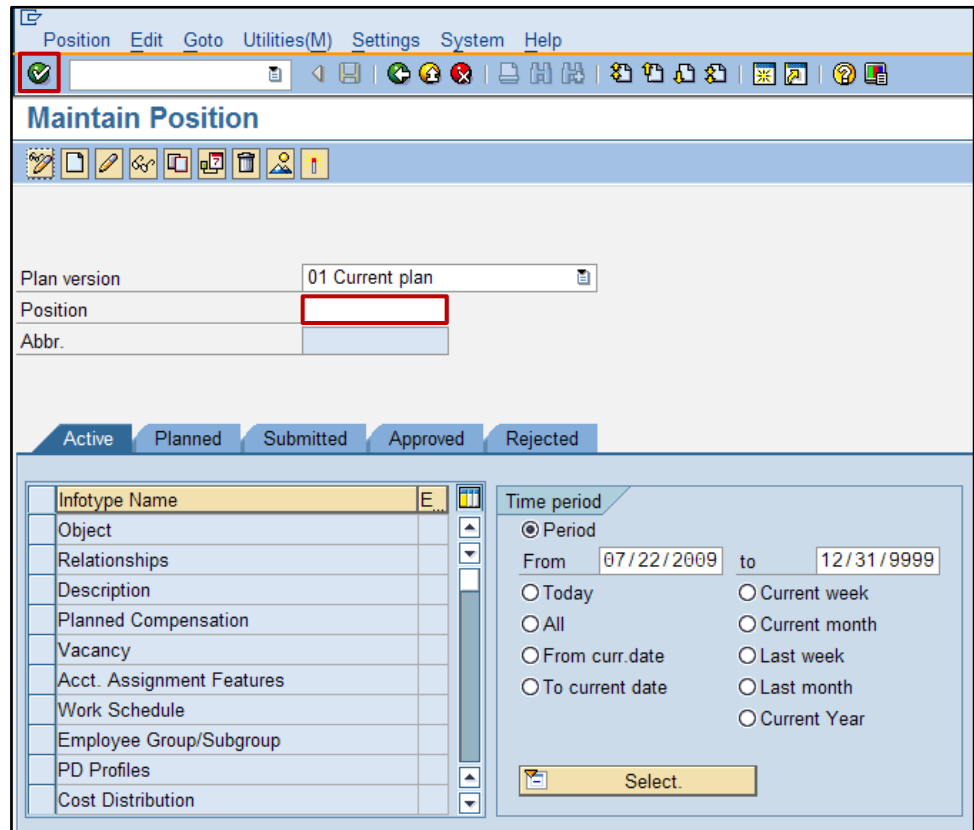
1. Enter transaction code **"PO13"** in the Command field and press **Enter**,
     OR
Follow the menu tree: *Human Resources→ Organizational Management→ Expert Mode→Position.*

Delimit Position (cont.)

2. Enter the correct **Position** number.

3. Click ✓ **Enter**.
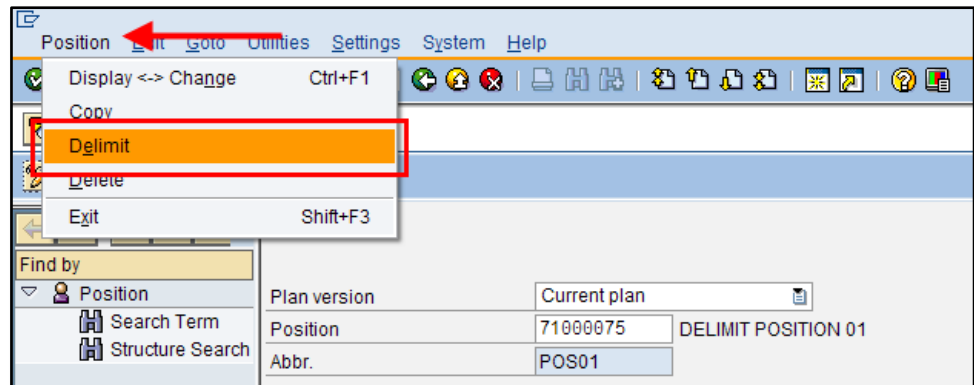
4. On the menu bar, select **Position** and then **Delimit.**

5. Enter the **Delimit date** (the last day the position is active).

6. Click 🖼 **Delimit** to assign an end date to the record.
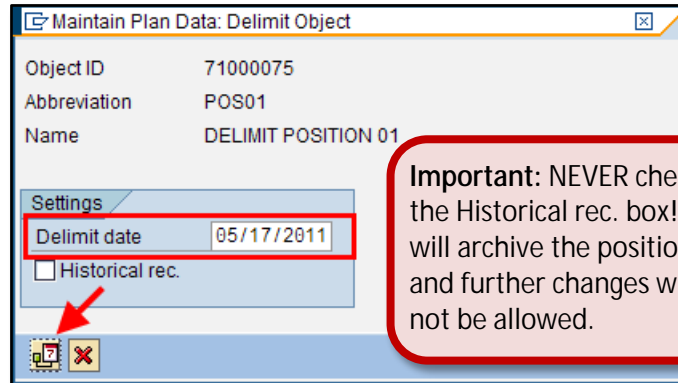
> **Maintain Plan Data: Delimit Object**
>
> | | |
> |---|---|
> | Object ID | 71000075 |
> | Abbreviation | POS01 |
> | Name | DELIMIT POSITION 01 |
>
> **Settings**
> Delimit date   05/17/2011
> ☐ Historical rec.

Important: NEVER check the Historical rec. box! This will archive the position and further changes will not be allowed.

7. Click the **Yes** button to complete this transaction.

This completes the transaction to Delimit a Position.

> **Delimit object**
>
> Relationships still exist Position POS01
> These relationships were also delimited
>
> ❓ Do you want to delimit the object (incl. relationships and infotypes)?
>
> [Yes]   [No]